

TASK ORDER APPROVAL FORM

CONTRACT #: C23-3326-PW

TASK ORDER #: 2

TASK ORDER AMOUNT: \$ 60,000.00

CONTRACT: C23-3326-PW
Sam Marshall Architects, P.A.
Planning & Design for PW & Brackin Building
EXPIRES: 05/01/2026 w/2 1 yr renewals

OFFERED BY CONSULTANT:

Sam Marshall Architects, P. A.

FIRM'S NAME

David Alsop

REPRESENTATIVE'S PRINTED NAME

David Alsop

SIGNATURE

President

7.25.2023

TITLE

DATE

**RECOMMENDED FOR APPROVAL
(Department Director)**

Jason T. Autrey,
P.E., C.P.M.

Digitally signed by Jason T. Autrey, P.E., C.P.M.
Date: 2023.07.25 16:03:19 -05'00'

SIGNATURE

Public Works Director

TITLE

07.25.2023

DATE

**APPROVED BY OKALOOSA COUNTY
(Per Purchasing Manual) Table 1**

DeRita Mason

Digitally signed by DeRita Mason
Date: 2023.07.26 06:05:46 -05'00'

PURCHASING MANAGER

DATE

Faye Douglas

Digitally signed by Faye Douglas
Date: 2023.07.27 10:19:13 -05'00'

OMB Director/DATE

07.27.2023

DATE

John Hofstad

Digitally signed by John Hofstad
Date: 2023.07.27 12:14:41 -05'00'

COUNTY ADMINISTRATOR (if applicable)

CHAIRMAN (if applicable)

07.27.2023

DATE

DATE



July 6, 2023

Jason T. Autrey, P.E., C.P.M.

Director of Public Works, Okaloosa County, FL

1759 S Ferdon Blvd

Crestview, FL 32536

Task Order No. 2 - Brackin Building

Document floor plans based on information provided and supplemented with field investigation.

Perform ADA analysis of existing conditions.

Investigate site for boundaries, utilities, restrictions, and utilization.

Inventory spaces and personnel, review organizational structures. Note users and their long-term plans.

Program spaces for optimal size and function to meet uses intended. Include projections for growth.

Prepare conceptual plans for the site and structures as programmed. Explore options based on review feedback.

Establish estimates of probable budgets based on current and projected costs. Weigh the estimated cost of renovations/remodeling compared to demolition and new construction.

Include estimates of FF&E budgets for the completed projects.

Task No.2 fixed fee of \$60,000.00.

No site surveys, soils investigations, environmental assessments, wetlands determinations, or engineering services are included. Those and other services required will be provided in the implementation phase as approved in writing by the owner.

Respectfully,

A handwritten signature in black ink that reads 'David Alsop'.

David Alsop, AIA
Sam Marshall Architects